

CLASS TITLE: CHIEF, OFFICE OF SPECIAL PROJECTS

Class Code: 02950200

Pay Grade: 37A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Health to be responsible for prompt departmental responsiveness to new health needs, mandates and opportunities for improved health services in Rhode Island; and to be responsible for the development of plans for the expansion, modification or elimination of current programs, in view of changing health needs, legislative revisions, federal initiatives, the availability of state and federal funds, and technological advances in the field of health; and to do related work as required.

SUPERVISION RECEIVED: Works under the direction of a superior with considerable latitude for the exercise of independent judgement; work is reviewed through consultation and review of submitted reports for conformance to laws, rules, regulations and departmental policies.

SUPERVISION EXERCISED: As required, supervises, coordinates, and reviews the work of a professional and clerical staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Health, to be responsible for the development of plans to augment a statewide public health disease prevention program.

To be responsible for the identification of federal grants and contracts relating to disease prevention and health promotion and preparing plans, applications and contracts for submission to federal funding agencies.

To be responsible for negotiations and liaison activity between the Department and federal agencies on grants and contracts relating to community health programs.

To be responsible for the development of mechanisms which insures that appropriate resources are directed to local community agencies and that those resources are properly administered according to federal and state regulations.

To be responsible for the development and maintenance of relationships with providers of health care in the state, health professions, health interest groups, health related or health effecting groups and consumers in order to serve as a clearinghouse of information and as a coordinator of developmental activities related to new initiatives in community health services.

To be responsible for establishing and maintaining a centralized information center relative to the preventive health care resources of the state and utilizing such information in the development of new program initiatives to improve community health status.

To be responsible in conjunction with the official State Health Planning Agency for the periodic review, evaluation and updating of all state Health Department plans concerned with community health in order to establish and maintain eligibility for federal grants and services in accordance with national objectives.

To be responsible for the planning and implementation of community health programs by identifying populations to be served, determining their needs and priorities and by the locating of available resources.

To be responsible for the coordination of current and proposed programs with other state departments and community health agencies when a program requires the cooperation of these entities.

To act as a liaison for the Department with local governments and community agencies in order to develop and coordinate programs, gain their assistance or assist them in initiating, developing and implementing projects.

To be responsible for following federal legislation and interpreting its provisions with regard to its effect on the financing of departmental programs and on the development of new programs within the Department.

To be responsible for coordinating divisional activities with those of the Department in order to improve the health of citizens of the state.

To be responsible for drafting reports and reviewing material for superiors with regard to program development.

To be responsible for the preparation of informative reports containing findings, analyses, conclusions, and recommendations relative to community health services in the state.

To be responsible for the evaluation of existing community health programs and the development of plans for their expansion, modification or elimination in view of the following: changing needs, state/federal funds availability and technological advances.

To be responsible for collaborating with superiors in monitoring the usefulness of evaluation products on policy and legislative and budgetary decisions.

To be responsible for maintaining a close awareness of special studies and evaluations for major community health programs, especially in relationship to planning and budgeting.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of program planning and development as it relates to the implementation of a variety of departmental programs and in terms of statewide and community needs and the ability to establish standards, policies, and administrative controls for such programs; a working knowledge of federal, state and community resources and legislation and their interrelationships, and the ability to apply such knowledge in the identification of the population to be served, needs and priorities, resources available, planning and implementation of the programs, and evaluation; the ability to act as a liaison between the Associate Director for Planning and Resource Development and his division heads in coordinating all planning and programs and for the department with local governments and community groups in order to coordinate programs, gain their assistance or assist them in initiating, developing and implementing projects; the ability to coordinate current and proposed programs with other state departments where their cooperation is necessary; the ability to evaluate existing programs and to develop plans for their expansion, modification, or elimination; the ability to establish and maintain effective working relationships with department officials, professional people, voluntary agencies, community representatives, other state and local agencies and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Public Health, Public Administration, Medical Care Administration or a closely related social science; and

Experience: Such as may have been gained through: employment in a responsible capacity involving program development in a field of health or medical services.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: October 4, 1981

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